

City of Victorville Position Description

ASSOCIATE CIVIL ENGINEER

DEFINITION

Under direction, assists in supervising the operations of the Engineering Department; performs a variety of office engineering, design, and construction activities which involve preparing and checking designs and plans relating to right-of-way, map and record activities; coordinates office engineering activities; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This is a skilled position that supervises a major functional area within the Engineering Department and is distinguished from other City engineering positions by the nature and extent of its supervisory activities. This position is characterized by a high degree of responsibility and accountability for technical engineering and related administrative activities, and for providing recommendations for consideration by administrative and elected officials.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Supervises, prepares, designs, and plans for public works improvements such as street paving, curbs and gutters, sanitary sewers, sidewalks, storm drains, and Improvement Act projects; makes final map checks of subdivisions; checks sewer and street improvement plans; figures and prepares bond and agreement forms for subdivision and land divisions; confers with developers, consulting engineers, contractors and the public on questions, revisions, and progress; prepares right-of-way descriptions; works up public work requirements for tentative tract maps and land divisions; trains and supervises others in drafting, plan checking, and other office engineering activities; coordinates communication with property owners in right-of-way acquisitions, street improvements, and related public works purposes; directs the training and development of division personnel and reviews and makes evaluations of performance; coordinates the work of the department with other departments and public agencies; attends meetings and conferences concerning engineering matters; prepares and submits reports; and, as directed, acts for the City Engineer in his absence.

EMPLOYMENT STANDARDS

Training & Experience - Bachelor's of Science Degree in Civil Engineering and three or more years of broad experience in the supervision, design, drafting, inspection, survey, and office work in public works engineering. Registration as a Civil Engineer for the State of California is required.

City of Victorville Position Description
ASSOCIATE CIVIL ENGINEER

Page 2

Knowledge & Abilities - **Knowledge of:** principles of all phases of civil engineering; general knowledge of principles of traffic engineering and right-of-way; principles of supervision and public relations.

Ability to: apply engineering principles to the solution of specific problems; develop and maintain effective working relationships with employees, officials, and the public; manage and supervise the work of professional and para-professional engineering staff.

Licenses & Certificates - Possession of a valid California Class "C" driver's license.

WORKING CONDITIONS

Work is performed in an office environment. Incumbent must have the mobility to visit various job sites on as needed. Physical demands are light, consisting primarily of sitting, standing, and walking. Incumbent must be able to see and hear in the normal range with or without correction, and communicate verbally and in written form with great facility and must be able to be understood. Incumbent may be required to attend night meetings, respond to emergencies after regular working hours and on weekends, and must be flexible to meet the needs of the community by working an irregular schedule, which may include weekends, holidays, evenings, and/or varying hours.

APPROVED: 
DIRECTOR OF HUMAN RESOURCES

DATE REVISED: January 19, 2007

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position

Sharedocs/jobdescriptionsfinal/Engineering/AssociateCivilEngineer/7-19-9/1-19-07 MP